

Guntersville Public Library Hotspot Lending Policy and Agreement

Guidelines for Borrowing and Use

- Hotspots can only be checked out and returned to the Guntersville Public Library circulation desk. DO NOT USE THE BOOKDROP. You can be charged up to the full price of the Hotspot if it is returned in the Bookdrop.
- Borrowers must have a valid library card and be in good standing with the Library (with a current address/phone on file and no outstanding fines or overdues.)
- Borrowers must be 18 years or older.
- Parents or legal guardians may check out a Hotspot for those under 18.
- Borrowers must read, understand, and sign this agreement at the Circulation Desk in the presence of a library staff member every time the Hotspot is checked out.
- Hotspots check out for one week and can be renewed once as long as there is nobody waiting on the reserve list.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (case, device, micro USB cable, power adapter, sim card, instructions.)

Fines and Liability

- The overdue fine is \$1.00 per day for a maximum of \$10. When the Hotspot reaches 1 day past due it will be deactivated, rendering the device unusable.
- The borrower is responsible for the costs associated with damage or loss of the Hotspot and all accessories due to neglect or abuse. The complete replacement cost for the Hotspot is \$200. Individual accessory replacement fines are as follows:
 - Case - \$10
 - Micro USB cable - \$10
 - Power Adapter - \$10
 - Sim Card - \$25
- Account balances over a certain amount may be referred to a Collection Agency with a Service Fee added to the account.

Proper Care and Use

- As with any electronic device, do not leave the Hotspot in a hot vehicle for an extended period of time.
- Do not remove the sim card for any reason.
- If the Hotspot prompts you to update its software you may accept. The software update should only take a few minutes.
- If your device displays a message that says, "Data Limit Reached," try turning the device off for a few minutes and then restart. Periodically, there will be heavy network congestion and you might have to wait until the congestion period is over before the device works properly.
- Do not leave the Hotspot plugged in. Once it is fully charged, unplug it and let the battery run down before charging again. Please return the Hotspot fully charged.

Hotspot Lending Agreement

I agree:

- To abide by the Guntersville Public Library's Hotspot Lending Guidelines as stated above.
- To pay an overdue fine as stated above if returned late.
- To pay full repair and/or replacement costs should the Hotspot or parts be stolen, lost, not returned, or damaged.

I have read the entire document and my signature below indicates my agreement with the above statements.

Signature _____ Date: _____